

What Documentation is Needed to Issue an ID Card?

Types of Documentation

There are two types of documentation required for ID card issuance: identity and eligibility.

Identity Documentation – is a card or document that often includes a photograph and gives identifying information, such as name, birth date, and gender about a person.

- A few examples of identity documentation are a driver's license, passport, or military ID.

Eligibility Documentation – is any proof document that verifies a person is eligible to receive certain benefits and privileges. An eligibility document can also serve as a proof of relationship document.

- For example, a marriage certificate is a proof document that verifies marriage. Another example of an eligibility document is a certification from the VA of 100-percent disabled status.

Acceptable Documentation

The OMB Form I-9 provides a list of acceptable identity and eligibility documentation. For a complete list of acceptable documents, reference the Form I-9 in the AFI 36-3026(I), Attachment 20. You will learn more about acceptable documentation on the next few pages.

Acceptable Identity Documents

A person's identity must be verified before issuing an ID card. RAPIDS requires two forms of identification, one of which one must be a valid state or Federal government-issued picture ID.

Some examples of acceptable forms of identity verification include a valid:

- DoD-issued ID card
- Driver's license with photograph
- US passport
- Photo ID issued by state, federal or local agency
- Foreign passport

If an applicant is replacing a lost or stolen ID card and has no photo ID, his or her identity can be confirmed by the fingerprint or photo stored in DEERS. This should only be done in special circumstances (e.g., short notice deployments, loss of identity documentation in a natural disaster, etc.) and not as a matter of convenience.

For a complete list of identity documents, reference Attachment 20: List of Acceptable Documents (Form I-9) in the AFI 36-3026(I).

Acceptable Eligibility Documents

When issuing an ID card, photo identification is required in addition eligibility documentation. Some examples of eligibility documentation are:

- Properly certified birth certificate
- Properly certified marriage certificate
- Properly certified final decree of divorce
- Court order for adoption or guardianship
- Retirement orders for entitlement to retired pay
- Certification from the VA of 100-percent disabled status
- Orders awarding Medal of Honor
- Formal determination of eligibility for Medicare benefits from the Social Security Administration
- Civilian personnel records
- Invitational travel orders

For a complete list, see the AFI 36-3026(I), Chapter 2, and Attachment 5 for a list of acceptable eligibility documents for different populations.

Documentation Policy Resources

The AFI 36-3026(I) is an important resource to learn more about the policy on documentation. The sections of the AFI that contain documentation policy are:

Chapter 2- Section 2.4 "Documentation Required"

- Lists some of the identity and eligibility required documents from the Form I-9 and provides additional guidance on verifying documentation

Attachment 5 "Basic Documentation or Acceptable Information Sources Required to Determine Eligibility"

- Provides a complete list of required eligibility documentation based on each population that is issued an ID card

Attachment 20 "Department of Homeland Security US Citizenship and Immigration Services Employment Eligibility Verification and Lists of Acceptable Documents"

- Comprehensive list of acceptable identity and eligibility documents